

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 10-134

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	April 26, 2010
<b>POSITION:</b>	Nurse, FSN-9 (ERR); FP-5*	<b>CLOSING DATE:</b>	Open Until Filled
<b>POSITION NO:</b>	New		
<b>WORK HOURS:</b>	Full-time; 40 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$46,736 p.a. (Starting salary of FP-5) (Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: US \$41,353 p.a. (Starting salary of FSN-09 Exception Rate Range). Note: Employee will be paid in Pak Rupees by using the USDO/Bangkok exchange rate on the payday. (Position Grade: FSN-9)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Nurse in the Health Unit.

### **BASIC FUNCTION OF POSITION:**

Incumbents under the direct supervision of Management Officer and provides the range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider. Maintains liaison with local health care providers. Conducts health orientations for new arrivals and performs various other medical administrative functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required. Current CPR certification is required.
- 2. EXPERIENCE:** At least two years occupational health experience with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility is required. Previous experience in teaching health promotion activities is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and fluent in understanding, writing and speaking Medical English is required.
- 4. KNOWLEDGE:** Incumbent must have an ability to administer an adult immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. is required.
- 5. ABILITIES & SKILLS:** Must be familiar with American Nursing standards of care. Must be comfortable with computer usage including use of Microsoft office applications (Word, Excel, Outlook, and Internet Explorer.).

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

**TO APPLY:**

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff) on the following GPO address or email at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). To see all open advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**SUBMIT PAPER APPLICATION TO**

Human Resources Office  
U.S. Embassy Islamabad  
P.O. Box 1048, GPO  
Islamabad.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.